

**United States Department of Agriculture  
Agricultural Marketing Service, Science & Technology  
Pesticide Data Program**

SOP No: PDP SAMP PROC-4		Page 1 of 5
Title: Chain of Custody for Samples		
Revision: 4	Replaces: 06/01/00	Effective: 07/01/02

**1. Purpose:**

To establish chain of custody procedures for implementation by all States/facilities collecting samples for the USDA/AMS Pesticide Data Program (PDP).

**2. Scope:**

This Standard Operating Procedure (SOP) shall be followed by all individuals collecting and shipping samples for PDP.

**3. Outline of Procedure:**

5.1 Sample Information Form

**4. References:**

- June 18-19, 2002, Sampling Managers Meeting, Manassas, Virginia
- Semi-Annual Program Plan, June-December 2002
- October 30-November 1, 2002, Federal-State Meeting, Seattle, Washington
- SAMP APPE-1: A blank Sample Information Form (version effective January 1, 2000) with accompanying instructions.
- April 18-19, 2000 Sampling Managers Meeting, Alexandria, Virginia
- October 26-28, 1999, Federal/State meeting, Alexandria, VA

**5. Specific Procedures:**

5.1 Sample Information Form (SIF)

- a. The State Sampling Manager shall ensure that one SIF is completed and accompanies each assigned sample—even if a sample was not collected.

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Collectors should ensure that the correct number of SIFs are submitted and completed legibly so that the laboratory can enter the correct information into the database. SIFs allow PDP to track the number of samples collected, the number of missing samples and the reasons why the sample was not collected and/or analyzed. States should make every effort to provide the assigned number of samples each month.

- b. The SIFs for uncollected samples should be shipped in the same box with any other samples collected by that individual to the designated laboratory(ies). If the collector has no samples to ship, he/she should notify the State Sampling Manager, complete SIF with appropriate information, mail, e-mail, or fax the SIF to the laboratory.
- c. If, due to illness, natural disaster, weather conditions, etc. a State is unable to collect either all or a significant number of samples/commodity in a month, it is permissible to reschedule the date of collection for a different week/day of that month. If a change is made to the Quarterly Sampling Plan, the State Sampling Manager should inform the USDA/AMS Sampling Manager, as well as the laboratory(ies) affected by the change.
- d. Collectors should ensure that all applicable portions of the form are PRINTED neatly. Mistakes on the SIF shall be crossed out (one single line, no whiteout or erasure) and dated and initialed at the time of correction.
- e. The SIF must be signed and dated by the sample collector at the time of collection. If someone else collects the sample in place of the originally assigned collector, that individual must sign the form. Forms should never be pre-signed prior to collection.
- f. Sample collectors shall refer to the SIF instruction sheets for further explanation on filling out the form (see SAMP APPE-1).

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- g. Once the sample collector has mailed, faxed, or e-mailed, the SIF, no changes should be made to the document without approval from the State Sampling Manager.

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*6/26/02*

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Revision 4

July 2002

- Spelling and grammatical changes.
- Updated signature page position titles and office name and address
- Updated References
- Updated Effective date.
- Removed paragraphs 5.1(c), (d), (e), and (f) regarding laboratory responsibilities.